



### Change-of-Zone Application Instructions

Application Information:

1. Application fee ([See fee schedule](#)).
2. Application form – General (attached.)
3. An accurate map drawn to scale showing the exact dimensions of the property for which the rezone is requested and its relation to adjoining streets.
4. A report submitted electronically in Microsoft Excel format showing the name and address of the owner of record of the property involved and a list of the names and addresses of all property owners within 300 feet of subject property and of such contiguous property under the same ownership. Example below:

Parcel #	Owner First Name	Owner Last Name	Owner Address	Owner City	Owner State	Owner Zip	Property Address
x-xxxx-xxx-xxxx-xxx	John & Jane	Dow	1234 W City St	Kennewick	WA	99336	1234 S Example St

5. A complete change of zone supplemental information sheet (attached).
6. Any other information necessary to aid in review of the application.
7. Complete Legal Description submitted electronically in Microsoft Word format.
8. A state [Environmental Policy Act checklist \(SEPA\)](#). **This is a separate application with additional fee.**

Process:

Zone change requests are processed pursuant to the requirements of KMC Chapter 18.51.

Once the above items are received, the matter will be scheduled for an open record hearing before the Kennewick Planning Commission, typically about six to eight weeks after the application is deemed complete. City Staff will post the property with the public notice sign; a notice of the public hearing will be published in the Tri-City Herald, and mailed to owners within 300 feet of the subject property. All information received by the Kennewick Planning Commission and its findings and recommendation will be submitted to the Council for the final decision, usually about 30 days after the public hearing.

All items submitted to be included on the record become exhibits and will be numbered upon receipt by the Commission secretary. In accord with RCW 42.11.020, all exhibits and items will become part of the public record and be retained on file and kept available for public inspection by the Planning Division.

Appeal:

Any person aggrieved by a decision of the City Council may appeal to the Benton County Superior Court within 21 calendar days of the date of the Council's decision.



7. Will any residential character, in the immediate area, be adversely affected by the proposed amendment? If yes or maybe, please explain:
  
  
  
  
  
  
  
  
  
  
8. Will property values in the vicinity be changed by the proposed amendment? If yes or maybe, please explain:
  
  
  
  
  
  
  
  
  
  
9. Will approval of the proposed amendment set a precedent for other similar proposals or uses? Will this deter the use, improvement or development of adjacent property in accordance with the existing Zoning Districts? Please explain:
  
  
  
  
  
  
  
  
  
  
10. Will the proposed amendment encourage more private investments which will be beneficial to the redevelopment of a deteriorated area? Please explain:
  
  
  
  
  
  
  
  
  
  
11. Will the proposed amendment combat any economic segregation and allow greater choice in the market? Please explain.
  
  
  
  
  
  
  
  
  
  
12. Will the proposed amendment create conflict between potential land uses and transportation patterns? Or safety concerns? Please explain:

**CITY OF KENNEWICK  
COMMUNITY PLANNING & DEVELOPMENT SERVICES  
APPLICATION (general form)**

PROJECT # \_\_\_\_\_ - \_\_\_\_\_ PLN- \_\_\_\_\_ - \_\_\_\_\_ FEE \$ \_\_\_\_\_

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1      Tier 2      Tier 3      Binding Site Plan  
Short Plat      Conditional Use      Other \_\_\_\_\_

Environmental Determination PLN- \_\_\_\_\_ - \_\_\_\_\_      Pre Application Meeting PLN- \_\_\_\_\_ - \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner (if other than applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**SITE INFORMATION**

Parcel No. \_\_\_\_\_ Acres \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of property: \_\_\_\_\_

Number of Existing Parking Spaces \_\_\_\_\_ Number of Proposed (New) Parking Spaces \_\_\_\_\_

Present use of property \_\_\_\_\_

Size of existing structure: \_\_\_\_\_ sq. ft. Size of Proposed addition/New structure: \_\_\_\_\_ sq. ft.

Height of building: \_\_\_\_\_ Cubic feet of excavation: \_\_\_\_\_ Cost of new construction \_\_\_\_\_

[Benton County Assessor Market Improvement Value:](#) \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Signature of owner or owner's authorized representative

Date: \_\_\_\_\_